Months of Service Correction

QUICK REFERENCE GUIDE

**Use this procedure to update an employee's Months of Service (MOS).**

PA30 - IT2012

Perform this procedure when the annual or sick months of service need to be changed.

- **Example: Military leave without pay event: The employee has been off work for the military leave, they accrue months of service for that time. They do not get the annual or sick leave, but they get credit for the months of service.**
- **Example: When an employee retires and returns as a rehire, MOS should be Zeroed out. This is a manual process**.

Prerequisites:

- **Employee must be active in KHRIS**
- **You must have access to the employee**
- **A change to either Annual or Sick Month of Service are required.**
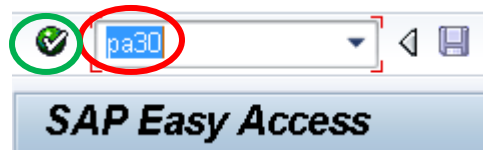
Enter the Transaction code (**PA30**) in the command field

Click the **green check**

Maintain HR Master Data

Personnel no. **1727**

Name	Ariana Lane			Status	Active
EE group	B Non-Chapter		Personnel area	0001	Executive
EE subgroup	02 ASC Salary 37.5		Pers. subarea	1001	FT N-Exempt

Tabs: **Basic personal data** | Payroll | Benefits | Time | Taxes | Planning Data

Infotype text	S..
0000 Actions	✓
0001 Organizational Assignment	✓
0002 Personal Data	✓
0006 Addresses	✓
0007 Planned Working Time	✓
0008 Basic Pay	✓
0009 Bank Details	✓
0019 Monitoring of Tasks	✓
0031 Reference Personnel Numbers	

Period
- ⦿ Period
  - From _____ To _____
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date ○ Last week
- ○ To Current Date ○ Last month
- ○ Current Period ○ Current Year
- [ ] Choose

Direct selection

Infotype **2012**   STy **zams**

Enter the required fields for a correction to Months of Service which include:

Enter the **Personnel number** in the Personnel no. field

Enter **2012** in the Infotype field

Select the type of Months in the Sty field.

- ZAMS = Annual Months of Service,
- ZSMS = Sick months of Serivice.

In this exampe **ZAMS** was chosen. Once all the required fields have been completed click on the **Create** button.

Create 2012 Time Transfer Specifications

Personnel No	1727	Name	Ariana Lane	
EE group	B Non-Chapter	Personnel ar	0001	E
WS rule	A375/VY3 OFF9.59.59.59OFFOFF			Stat
Start	5/1/14	To	5/1/14	

Time transfer specification

Time transfer type	ZAMS	Update Annual MOS
Number of hours	110	Hours

Enter the **date** of the correction in the "Start" and "To" field. The date must be the same in both fields

Enter the **months** to be replaced, in the "Number of hours" field in the **Time transfer specification** section. The value in this field will replace the months of service based on the date in the date fields above.

Click the **save** button